DOCUMENT RESUME

ED 279 285 HE 020 135

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TITLE Collegiate Alcohol Risk Assessment Guide.
INSTITUTION Campus Alcohol Consultations, Washington, DC.
PUB DATE 86
NOTE 9p.; For related documents, see HE 020 130 and HE 020 134-136.
AVAILABLE FROM Campus Alcohol Consultations, P.O. Box 65557, Washington, DC 20035 ($3.50 per copy; $3.00 per copy for 10 or more; $2.50 per copy for 50 or more; $2.00 per copy for 100 or more).
PUB TYPE Guides - Non-Classroom Use (055) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Advertising; Alcohol Education; *Alcoholic Beverages; Check Lists; *College Students; *Drinking; Faculty Advisers; Higher Education; *Legal Responsibility; Needs Assessment; Policy Formation; *Recreational Activities; *School Policy; Social Life; Social Organizations; Staff Development; Student Organizations

ABSTRACT

An instrument to help administrators assess the liability resulting from alcohol-related activities on the college campus is presented. The hazards and associated liability of these events can be reduced by developing an aggressive risk management strategy designed to inform, educate, and coordinate the actions of individuals and groups associated with these activities. An affirmative response to a question on this checklist indicates that a preventive risk management measure exists, while a negative rsponse identifies an area for further attention and possible development. The 103 questions concern: alcohol policy, advertising, general procedures, parties and social events, staff training, faculty/staff advisers, approval agents, sellers of alcohol, servers of alcohol, prevention and alcohol education, social hosts, program identification and treatment, and research. (SW)

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COLLEGIATE

ALCOHOL
RISK ASSESSMENT

GUIDE

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COLLEGIATE ALCOHOL RISK ASSESSMENT GUIDE

The liability resulting from alcohol-related activities on the college campus can be significant. The hazards and associated liability of these events can be reduced by developing an aggressive risk management strategy designed to inform, educate, and coordinate the actions of all of those individuals and groups associated with these programs.

While no system, regardless of its thoroughness, can eliminate all accidents, injuries, or their potential resulting legal action, some attention to the myriad of related issues will assist in minimizing this risk. Institutions should be aware that there is no one single set of standards which is appropriate; individual institutional histories and traditions, specific philosophies, state laws, local statutes, and evolving case law all need to be taken into consideration when examining the institution's approach to risk management.

An affirmative response to a question on this checklist indicates that a preventive risk management measure exists; a negative response identifies an area for further attention and possible development. Administrators can create a risk management profile and develop a comprehensive risk management plan from this assessment.

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Second Printing
1987

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COLLEGIATE ALCOHOL RISK ASSESSMENT GUIDE

A. ALCOHOL POLICY	*Yes*	*No*
1. Does a comprehensive alcohol policy exist in published form on your campus?		
2. Does the policy provide assistance in anticipating or responding to alcohol-related issues?		
3. Does the current policy statement reflect the institutional mission?		
4. Does the policy reflect a reasonable and realistic position, given the history, tradition, and politics of your campus?		
5. Is the policy enforceable?		
6. Is the policy enforced with reasonable consistency?		
7. Is the policy consistent with current state and local laws?		
8. Is the policy consistent within itself (i.e., no double standards)?		
9. Does the policy formulation or revision process involve the active participation of students, faculty, staff, community representatives, appropriate campus groups, and other relevant constituencies?		
10. Does the rationale or a statement of philosophy appear in the policy itself?		
11. Is the policy reviewed on an annual basis for updating and revision?		
12. Do faculty, staff, and students receive copies of all policy statements on a regular basis?		
13. Does a policy on anti-hazing (for Greek and other student organizations) which addresses potential misuses of alcohol exist?		
14. Do legal counsel and law enforcement personnel participate in policy formulation to determine the scope and applicability of state and local issues?		
15. Does the policy statement meet the legal requirements of "duty to care" as interpreted by your legal counsel?		

B. ADVERTISING	*Yes*	*No*
16. Does the institution prohibit advertising which encourages abusive alcohol consumption?		
17. Does the institution require alcohol advertising to include a non-alcoholic beverage message?		
18. Does the institution prohibit alcohol from being the primary focus of advertising?		

	Yes	No
19. Does the institution clearly articulate standards for advertising by off-campus establishments?		
20. Does the institution enforce these advertising regulations?		

C. GENERAL PROCEDURES	Yes	No
21. Do all procedures reflect the spirit of the campus policy statement?		
22. Do specific regulations concerning the use, distribution, and sale of alcohol, both for public and private events, exist in published form?		
23. Is alcohol prohibited from being offered as an enticement (reward, benefit of membership in an organization) or as a prize?		
24. Does a specific procedure prohibit "quantity drinking" ('all you can drink' events)?		
25. Are criteria for acceptance of financial or in-kind support from the alcoholic beverage industry clearly specified?		
26. Is it clear how standards differ for university-sponsored events, events sponsored by a university-sponsored or university-recognized organization, sports activities, alumni gatherings, private events held by students, and community events held on campus?		

D. PARTIES AND SOCIAL EVENTS	Yes	No
27. Is a registration/notification process for all organized events involving alcohol clearly defined?		
28. Is the responsibility of the event host clearly specified and understood?		
29. Is it clear whether event registration implies institutional approval, control, and/or responsibility?		
30. Is security required for major events involving alcohol?		
31. Are non-alcoholic beverages required in reasonable quantities, easily accessible, and as attractive and appealing as alcoholic beverages?		
32. Is substantive food required to be served in reasonable quantities at alcohol-related events?		
33. Is alcohol prohibited from being the primary focus of a social event?		
34. Is the number of people permitted to attend an event limited?		
35. Are limits as to the duration of an event specified in advance?		
36. Are there restrictions regarding the total amount of alcohol to be made available at an event?		
37. Are limits specified for the amount of alcohol any one individual may be served?		

	Yes	No
38. Are procedures for ending a party for its failure to meet standards specified in advance?		
39. Are there ways specified for visually identifying those under the legal drinking age?		

E. STAFF TRAINING	Yes	No
40. Does a comprehensive alcohol awareness/education program for paraprofessional staff members exist?		
41. Does this program include topics such as signals of problem drinking, referral, appropriate modeling, and event planning?		
42. Are professional staff members trained to recognize and deal with those faced with alcohol problems?		
43. Does your campus have an active Employee Assistance Program which addresses problem identification, referral, and treatment?		
44. Is the role of staff members (police, administrators, residence hall paraprofessionals, etc.) clearly defined regarding violations of both University policy and state law?		
45. Is the role of faculty and staff clearly defined regarding their responsibility in the sponsorship of an event at which alcohol is served?		
46. Do campus organization leaders receive special training on alcohol-related issues?		

F. FACULTY/STAFF ADVISORS	Yes	No
47. Do advisors receive copies of all current policy statements, rules, and regulations?		
48. Do advisors have the opportunity to discuss alcohol-related issues and how they relate to their organizations in an advisor's forum held regularly?		
49. Do advisors attend seminars to discuss liquor law liability and its impact on the institution and individuals connected with the event?		
50. Do advisors receive information on how to plan events at which alcohol is served?		
51. Do advisors receive encouragement to advise actively their organizations to help facilitate compliance with alcohol policy and constructive alcohol programming efforts?		

G. APPROVAL AGENTS	*Yes*	*No*
52. Are individuals responsible for approving an event fully aware of their responsibilities when signing to endorse such events?		
53. Do approval agents follow through or provide oversight to insure compliance with the terms of the agreement?		
54. Are approval agents formally protected by liability insurance?		
55. Do approval agents use a written checklist that outlines event standards when meeting with sponsors of alcohol-related events?		
56. Do approval agents use the approval process as an opportunity to educate and inform event planners?		
57. Do approval agents request that event sponsors acknowledge the acceptance of their responsibility for the event in writing?		

H. SELLERS OF ALCOHOL	*Yes*	*No*
58. Do meetings with licensing boards and local law enforcement personnel occur to discuss the terms of the licensing agreement?		
59. Do appropriately strict procedures for the sale of alcoholic beverages exist?		
60. Do training programs for employees who sell or serve alcoholic beverages occur on a regular basis?		
61. Are employees prohibited from selling or serving alcoholic beverages until they are trained?		
62. Must employees selling or serving alcoholic beverages be of legal drinking age?		
63. Is the selling and serving behavior of waiters, waitresses, bartenders, cashiers, etc. monitored to insure compliance with the established standards?		
64. Does the institution have appropriate liability insurance to cover this sales activity?		
65. Is there a procedure for notifying employees about the changes in the law, its enforcement, or its interpretation?		

I. SERVERS OF ALCOHOL	*Yes*	*No*
66. Do servers (whether employed or designated to serve alcohol) receive training so they can identify intoxicated individuals and refuse to serve them additional alcohol?		
67. Do servers receive training on how to monitor the legal drinking age requirement?		

	Yes	No
68. Do servers receive copies of all procedures connected with the sale and serving of alcoholic beverages?		
69. Do servers attend in-service training programs on the physical effects of alcohol?		
70. Do servers receive emergency first aid training for alcohol abusers?		
71. Do servers receive information on the civil and criminal liability connected with the illegal or improper serving of alcoholic beverages?		
72. Are designated servers the only individuals who have direct access to the alcohol served?		

J. PREVENTION AND ALCOHOL EDUCATION	Yes	No
73. Does a comprehensive alcohol awareness/education program for students exist on your campus?		
74. Does this program emphasize knowledge and attitude change?		
75. Does the Summer and Fall Orientation program/period for new students include information about the alcohol policy and program?		
76. Are alcohol education resources made available in an accessible and non-threatening location?		
77. Does your campus have a student programming group (e.g., BACCHUS Chapter)?		
78. Does your academic curriculum include a course specifically devoted to alcohol-related issues?		
79. Are alcohol education programs offered at a time near events involving the potential use of alcohol (holidays, homecoming, Greek rush, etc.)?		
80. Are funds specifically allocated for alcohol education programs?		
81. Are funds specifically designated for the acquisition or development of resources?		

K. SOCIAL HOSTS	Yes	No
82. Do individuals who sponsor private events (social hosts) receive information about their liabilities?		
83. Do social hosts receive information about party planning?		
84. Does your institution disseminate resources on alternative beverage recipes and food recipes?		
85. Do social hosts have first aid training available to them?		
86. Does training exist on how to deal with party crashers or drunk individuals?		

	Yes	No
87. Does your institution provide training on how to have a successful event without alcohol?		

L. PROGRAM IDENTIFICATION AND TREATMENT	Yes	No
88. Do treatment resources exist on or near the campus?		
89. Does a support group for those with drinking problems exist?		
90. Does a support group for those affected by someone with a drinking problem exist?		
91. Is special intervention done for an individual involved in a problem situation which included his/her use of alcohol?		
92. Is the institution alert, and does it respond quickly, to any disorderly conduct on campus?		
93. Does the institution deal with chronic student offenders or a group of offenders effectively and consistently?		
94. Does the institution anticipate recurring patterns of rowdiness and respond appropriately (by providing heightened security, etc.)?		
95. Does the institution systematically identify problem behaviors related to alcohol use through surveys, incident reports, other statistical reporting, and research?		
96. Are students who misuse alcohol held accountable for their behavior?		
97. Are organizations which misuse alcohol held accountable for their behavior?		

M. RESEARCH	Yes	No
98. Have procedures been developed to monitor changes in the law and law enforcement practices?		
99. Is the effectiveness of campus policies systematically monitored?		
100. Is the effectiveness of campus prevention and education programs measured on a periodic basis?		
101. Is the impact of alcohol use on student health and student disciplinary situations monitored?		
102. Is research on the relationship between a student's alcohol consumption patterns and his/her academic performance, retention, and collegiate adjustment conducted periodically?		
103. Is research conducted on the overall drinking patterns on the campus, with regard to specific student subcultures (sex, class rank, age, place of residence, race, etc.)?		